

CHARTER
DEFENSE DEPARTMENT ADVISORY COMMITTEE ON WOMEN IN THE SERVICES

- A. Official Designation: The Committee shall be known as the Defense Department Advisory Committee on Women in the Services (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) shall provide the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness) and within the staff cognizance of the Principal Deputy Under Secretary of Defense (Personnel and Readiness), independent advice and recommendations on matters and policies relating to the recruitment and retention, treatment, employment, integration, and well-being of highly qualified professional women in the Armed Forces. In addition, the Committee shall provide advice and recommendations on family issues related to the recruitment and retention of a highly qualified professional military. The Under Secretary of Defense (Personnel and Readiness) may act upon the Committee's advice and recommendations.
- C. Committee Membership: The Committee shall be composed of not more than fifteen Committee Members, who represent a distribution of demography, professional career fields, community service, and geography, and selected on the basis of their experience in the military, as a member of a military family, or with women's or family-related workforce issues. Committee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Committee Members shall be appointed on an annual basis by the Secretary of Defense, and shall normally serve no more than three years on the Committee; however, when necessary the Secretary of Defense may authorize a Committee Member to serve longer than three years on the Committee.

The Secretary of Defense, based upon the recommendation of the Under Secretary of Defense (Personnel and Readiness) shall select the Committee's Chairperson. Committee Members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Under Secretary of Defense (Personnel and Readiness) or designee may invite other distinguished Government officers to serve as non-voting observers of the Committee, and appoint consultants, with special expertise, to assist the Committee on an ad hoc basis.

- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Committee and subcommittee meetings.

The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Department of Defense or any Federal officers or employees who are not Committee members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Personnel and Readiness), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix, as amended. Additional information and assistance as required may be obtained from the Military Departments and other agencies of the Department of Defense, and from the Department of Homeland Security, in the case of the U.S. Coast Guard, as appropriate.
- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner or unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Committee is \$575,000.00. The estimated personnel costs to the Department of Defense are 5.0 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C § 552, as amended).
- J. Charter Filed: April 17, 2008